



**CITY OF SPARKS**  
 Department of Human Resources  
 431 Prater Way  
 Sparks, NV 89431

<http://agency.governmentjobs.com/sparks>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 POLICE OFFICER RECRUIT**

*An Equal Opportunity Employer*

**SALARY**

\$22.70 - \$31.13 Hourly    \$1,816.00 - \$2,490.40 Biweekly    \$3,934.67 - \$5,395.87 Monthly    \$47,216.00 - \$64,750.40 Annually

**OPENING DATE:** 06/07/16

**CLOSING DATE:** Continuous

**THE POSITION**

**This is a CONTINUOUS RECRUITMENT.**

**The City of Sparks is an Equal Opportunity Employer.**

**THIS POLICE OFFICER RECRUIT POSITION IS OFFERED AS AN ENTRY LEVEL POSITION LEADING TO POLICE OFFICER AFTER SUCCESSFUL COMPLETION OF THE NV POST POLICE ACADEMY.**

Candidate applications will only be accepted once in a 365 day period.

CHECK THE POSTING TO MAKE SURE YOU ARE AVAILABLE TO TEST WHEN TESTING IS OFFERED. IF YOU ARE NOT ABLE TO TEST THOSE DATES YOU WILL HAVE TO WAIT 365 DAYS FOR A NEW OPPORTUNITY TO APPLY. IF YOU KNOW YOU CANNOT MAKE THE TESTING DATES, YOU MAY WISH TO DELAY YOUR APPLICATION UNTIL THE NEXT TESTING PERIOD. TESTING OCCURS APPROXIMATELY 3 TIMES PER YEAR IN THE FALL, SPRING AND SUMMER. MAKE-UPS AND RETAKES ARE NOT OFFERED. CANDIDATES MUST ARRIVE EARLY OR ON TIME FOR TESTING. THOSE ARRIVING LATE WILL BE TURNED AWAY.

**POLICE OFFICER TESTING DATES FOR FALL: FRIDAY, SEPTEMBER 30th and SATURDAY, OCTOBER 1st, 2016.**

The cutoff to apply for Fall testing is Monday, September 26, 2016, or when all testing times have been taken, whichever occurs first. Candidates who meet minimum qualifications will receive an e-mail invitation to schedule their test. Candidates should expect to spend one full day testing to include a physical abilities and a written test.

**Application Checklist:**

- Start by carefully reviewing the Minimum Qualifications section of this application. Your application must demonstrate that you meet the minimum qualifications for the position in order for you to be invited to move forward to Civil Service testing.
- Fill out the online application completely.
- Attach a P.O.S.T. Category I certificate OR College Transcripts showing twenty-four (24) semester units of college level coursework in business administration, law enforcement, criminal justice, public administration, psychology, sociology, political science, administration of justice or related field OR a DD 214 Member 4 OR written verification from your commanding officer citing current active duty status, years of service, pay grade/rank, military occupational specialty/rating, expected date of discharge/retirement including dates of terminal leave and that the condition of discharge is "Honorable" to verify that you meet the minimum requirements of the position. Your application will be rejected if you do not attach verification that you meet the minimum requirements.
- Do not attach resumes or cover letters. The City of Sparks is not collecting or reviewing these items with the application.
- Take notice that there are instructions and reminders throughout this job posting regarding what needs to be attached to the application. The repeated instructions about the attachments indicates how important this step is. The City of Sparks and the Sparks Police Department want candidates to be successful in their application submissions. The first step is in completing the application and attaching your POST Category I certificate OR college transcripts OR a DD214 Member 4 OR written verification from a commanding officer in the armed forces. Please demonstrate your interest in this opportunity by showcasing your ability to follow the application instructions. If you have any questions, please e-mail [hr@cityofsparks.us](mailto:hr@cityofsparks.us) or call human resources at 775-353-2345.

**MINIMUM QUALIFICATIONS AND TESTING INFORMATION**

**Minimum Qualifications**

Applicants must have all of the following qualifications to be invited to the testing process:

- High school diploma or equivalent
- 21 years of age or older
- Equivalent to twenty-four (24) semester units of college level coursework in business administration, law enforcement, criminal justice, public administration, psychology, sociology, political science, administration of justice or related field
- Paid or volunteer experience in a law enforcement setting is desirable

**Applicants must attach a copy of their college transcripts to this on-line application.**

OR

- High school diploma or equivalent
- 21 years of age or older
- U.S. Armed Forces, National Guard/Air Guard or U.S. Coast Guard service

**Applicants must attach a copy of their DD-214 (Certificate of Release or Discharge from Active Duty) to the application.** If you have not yet received the DD-214, provide written verification from your commanding officer citing current active duty status, years of service, pay grade/rank, military occupational specialty/rating, expected date of discharge/retirement including dates of terminal leave and that the condition of discharge is "Honorable". Prior to an offer of employment, Human Resources will require a certified copy of the DD-214.

OR

- High school diploma or equivalent
- 21 years of age or older
- Equivalent to Nevada P.O.S.T. Category I Certification from a state other than Nevada (those with Nevada certification should apply to the posting specifically for Nevada P.O.S.T. Category I candidates)

**Applicants must attach a copy of their P.O.S.T. Category I Certification to the application.**

**Other Requirements:**

Must be 21 years of age by your Civil Service testing date, a citizen of the USA, and be free from police record, excepting minor misdemeanor traffic violations. Candidate(s) selected for a vacancy will be required to complete controlled substance screening, polygraph, psychological, medical exams and detailed background investigation. Applicants must be eligible per NAC 289.110.

**Civil Service Examination**

This is a continuous recruitment. Qualified applicants will be invited to a Civil Service written examination and a physical examination.

**CITY OF SPARKS JOB DESCRIPTION AND ESSENTIAL FUNCTIONS**

Perform a variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony; provide information and assistance to the public; this is the first working level class in law enforcement expected to perform all duties required to effectively respond to and resolve the normal scope of peace officer situations

Patrol assigned areas to ensure the security of life and property; observe situations and deter crime by providing high visibility; provide information to the public concerning methods for improved security

Respond to suspicious activities and answer emergency calls for service; enforce local, state and federal laws and ordinances; issue verbal warnings and citations; pursue and apprehend suspects and request assistance as required; transport prisoners

Investigate juvenile and designated adult criminal activity and incidents as the assigned detective; interview victims, complainants, witnesses and suspects

Coordinate crime scene control and investigation; conduct interviews, interrogations and identify witnesses; process crime scene and evidence collection; store and maintain evidence and property including narcotics; maintain photo lab; send evidence to other law enforcement agencies as required; provide evidence and testimony in court

Conduct auctions for unclaimed property; provide for the destruction of evidence including narcotics as required

Restore order, protect life and property and maintain the peace at public gatherings and in conflict situations

Prepare and document cases, complete reports and records and prepare and maintain logs and records

Investigate traffic accidents and provide traffic and crowd control as necessary; participate in special details and assignments; organize and coordinate special assignments such as crime prevention programs in the schools and the community

Provide emergency aid and assistance to incapacitated persons and request additional response;

Provide information, direction and other services and assistance to the public

Direct the activities of police support personnel in field situations

Perform related duties and responsibilities as required and other duties which may be assigned

**Education and Experience:**

Equivalent to twenty-four (24) semester units of college level coursework in business administration, law enforcement, criminal justice, public administration, psychology, sociology, political science or administration of justice or related field; paid or volunteer experience in a law enforcement setting is desirable

or

High school diploma or equivalent and possession of the equivalent to a Nevada P.O.S.T. Category 1 Certificate or status as a Class I Officer in the Sparks Police Department Reserve program; paid or volunteer experience in a law enforcement setting is desirable

or

High school diploma or equivalent and U.S. Armed Forces, National Guard/Air Guard and U.S. Coast Guard service may be accepted in lieu of the 24-semester units; please attach a copy of your DD-214 (Certificate of Release or Discharge from Active Duty) to the application

If you have not yet received the DD-214 provide written verification from your commanding officer citing current active duty status, years of service, pay grade/rank, military occupational specialty/rating, expected date of discharge/retirement including dates of terminal leave and that the condition of discharge is "Honorable"

Prior to an offer of employment, Human Resources will require a certified copy of the DD-214

Reserve and National Guard personnel should provide written verification from your commanding officer citing current Reserve/Guard status, years of service, pay grade/rank, military occupational specialty/rating and expected continuation of Reserve/Guard duty (list beginning/ending dates of current enlistment/obligated service).

**Licenses and Certificates:**

Must possess and maintain the equivalent to a valid Nevada Class C driver's license

Must obtain basic Nevada P.O.S.T. certification and firearms qualification and maintain both

**Knowledge of:**

Criminal law and rules of evidence  
Applicable laws, rules and regulations  
Investigation and identification techniques and equipment  
Law enforcement terminology, procedures, concepts and report formats  
Safety practices and precautions  
Safe use and proper care of firearms  
First aid methods and procedures

**Ability to:**

Observe and accurately recall places, names, descriptive characteristics and facts of incidents  
Remain calm and take appropriate action in difficult situations  
Deal effectively with people under hostile and emergency situations  
Read, interpret and apply complex laws, procedures and policies  
Make rapid, sound independent judgments within legal and procedural guidelines  
Prepare clear and concise reports, records and other written materials  
Understand and follow oral and written directions  
Operate photographic, crime lab and other police equipment  
Establish and maintain effective working relationships

**Physical Demands:**

Duties require the ability to meet and maintain P.O.S.T. physical standards and psychological guidelines.

Must pass a detailed background investigation

Must pass a pre-placement drug screen

Must be twenty-one years old by the first testing date

Must be willing to work off-hours, night, weekend and holiday shifts

Supervision Exercised: Direct the activities of police support personnel in field situations

This position reports to Police Sergeant

#### **SUPPLEMENTAL JOB POSTING INFORMATION**

Prior to the first examination for the position, Human Resources will require that necessary documentary evidence be submitted for fitness of any qualification. Any requirement not met for the advertised position prior to the examination for that position, will be cause for Human Resources to decline to examine, certify or hire the applicant.

#### **Recruitment Communication:**

Human Resources will be contacting you at various stages of the recruitment process via e-mail only, even if you have chosen U.S. mail for prior application processes or for applications with other agencies. Please make sure your email address is accurate, and that you check your spam to make sure e-mail communications aren't missed.

#### **List Establishment:**

This test will establish a list for future vacancies. The list is established on a continuous basis. At each testing date, qualified candidates who pass the Civil Service examinations will have their applications merged onto the eligibility list. Each candidate will remain active on the eligibility list for 365 days from the date they are placed on the list, unless otherwise removed in the recruitment process.

#### **Reasonable Accommodation:**

Human Resources will make efforts to provide reasonable accommodations to disabled candidates in the selection process. If you have special needs, please notify the Human Resources office when you turn in your application or at least three days prior to the examination/interview by calling (775) 353-2345.

#### **Disclaimer:**

The City of Sparks hires and promotes candidates based on a competitive merit selection process, which may include any or all of the following: screening for minimum qualifications, written examination, supplemental questionnaires, assessment center, interviews (oral or written), physical tests or any combination which the Sparks Civil Service Commission may order. Scoring in the top five for promotion or top ten for entry level in any part of the selection process merely advances the applicant to a higher round of examination, which may consist of interviews and other evaluations. Scoring in the top five or ten gives no right to be selected for the position. The City of Sparks reserves the right to select applicants who demonstrate the best combination of qualifications for the position.

This is a Civil Service position and is Non-Exempt under FLSA guidelines

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/sparks>

OR

City of Sparks Human Resources  
431 Prater Way,  
Sparks, NV 89431

EXAM #16-24  
POLICE OFFICER RECRUIT  
JV

Phone:(775)353-2345  
Fax: (775)353-1651

#### **Police Officer Recruit Supplemental Questionnaire**

- \* 1. Do you agree to answer each supplemental question truthfully and completely and that your responses can be verified from information included with the application?  
☐ Yes  
☐ No
- \* 2. Will you be at least 21 years of age by the Civil Service testing date?  
☐ Yes   ☐ No
- \* 3. Are you a citizen of the United States of America?  
☐ Yes   ☐ No
- \* 4. Which do you have?  
☐ P.O.S.T. Category I Certificate  
☐ 24 College Credits  
☐ DD-214 Member 4  
☐ Written Verification from Commanding Officer
- \* 5. Did you attach the required copy of your P.O.S.T. Category 1 Certificate (OR) College Transcripts showing 24 college credits related to criminal justice or a related field as stated in the posting (OR) DD-214 Member 4 or written verification from your commanding officer with this application? **Note: Failure to supply this documentation will result in rejection of your application.**  
☐ Yes   ☐ No
- \* 6. Do you have a High School Diploma or equivalent?

- ☐ Yes  
☐ No

\* 7. Do you have the equivalent to a valid Nevada Class C driver's license, or will you by the Civil Service testing date?

- ☐ Yes ☐ No

\* 8. SURVEY: This question is informational only to help the city plan testing times. It does not guarantee you a particular testing time. Please answer the following. What are the best days of the week and times for civil service testing?

\* 9. This is a final reminder that the attachment to this application should be a POST Category I Certificate, a College Transcript(s), a DD214 Member 4, or a Written Verification from a Commander Officer. The City of Sparks is not accepting resumes or cover letters at this time. Do you certify that you have attached what we asked for in the application and nothing more?

- ☐ Yes ☐ No

\* Required Question